

# COMMERCIAL PROPERTY CODES INSPECTOR

**GRADE: 17**

**FLSA: NON-EXEMPT**

## CHARACTERISTICS OF CLASS:

The position of Commercial Property Codes Inspector performs intermediate technical work using a proactive approach in securing and maintaining compliance with ordinances and regulations relating to property maintenance, fire and safety, health, zoning, occupational licensing, signs, construction codes and Use Permit compliance within the City primarily for commercial properties. The physical demands are light occasionally requiring the removal of signs, and the working conditions are somewhat disagreeable due to working outside. The work is directed by the Supervisor of Housing and Community Enhancement and affects individual citizens and businesses in Rockville with meaningful impact.

## EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team.
- Plan and organize his/her work, time and resources, and if applicable that of subordinates.
- Contribute to the development of others and/or the working unit or overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences in employees and value input from others.
- Consistently report to work and work assignments prepared and on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

## EXAMPLES OF DUTIES:

- Conducts independent field inspections, explains and interprets codes, attempts to obtain voluntary compliance, writes reports, correspondence and notices, gathers evidence, prepares cases and testifies in court.
- Regularly inspects commercial, industrial and hotel/motel properties to verify compliance with City property maintenance, fire and safety, zoning, and related codes and ordinances.
- Investigates and resolves citizen complaints regarding rodents, snow and ice,

weeds, refuse, vehicles and other health and safety nuisances at nonresidential properties.

- Confers with and advises owners, tenants, contractors, agents and members of the business community regarding various code requirements and means to achieve code compliance.
- Performs inspections relative to permits issued for signs, and licenses for vendors and amusement establishments.
- Enforces oversized vehicle regulations and investigates complaints relative to parking violations.
- Appears in court when necessary and produces documents and testimony to have legal action taken against property owners in an attempt to gain code compliance.
- Inspects properties for compliance with conditions of Use Permits and Special Exceptions. Evaluates exterior property conditions for site plan adherence.
- Physically removes illegally erected signs from public property and rights-of-way.
- Makes independent inspections of commercial/industrial areas for compliance with zoning ordinance, property maintenance code, and other City codes and ordinances.
- Inputs inspection data into the computer system.
- Holds hearings on oversized vehicles.
- Accurately prepares violation notices and citations, which are sent to property owners in order to achieve compliance with code requirements.
- Handles inquiries from the public, and when necessary, refers questions to the appropriate Department.
- Performs related work as required.

### **QUALIFICATIONS:**

#### **Required Training and Experience:**

Any combination of training and experience substantially equivalent to graduation from high school and two year's experience in property management, housing code enforcement or building construction trades. Possession of an appropriate driver's license valid in the State of Maryland. Must pass the State of Maryland building inspector test within one year of employment. Possession of (or ability to obtain) certification by the Building Officials and Code Administrators (BOCA) as a Property Maintenance Code Inspector.

#### **Preferred Knowledge, Skills and Abilities:**

- Considerable knowledge of BOCA Basic Property Maintenance Code, One and Two Family Dwelling Code, BOCA Basic Building Code, rental facilities and landlord/tenant ordinances, zoning ordinance, amusement and vendor ordinances.
- Considerable knowledge in the interpretation of City codes, ordinances and

regulations.

- Ability to describe code related conditions in detail and maintain extensive records on case histories.
- Ability to establish and maintain effective working relationships with homeowners, architects, developers, contractors, other employees and the general public.
- Ability to be tactful but firm during contentious circumstances.
- Ability to be effective and concise in oral and written communication.
- Ability to input data into a computer system.